



STATE OF WASHINGTON

PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: pdcc@pdc.wa.gov • Website: www.pdc.wa.gov

ELECTRONIC FILING OF LOBBYISTS AND LOBBYISTS EMPLOYER REPORTS

Lobbyists and Lobbyist Employers have the opportunity to file their registration, monthly and annual reports electronically. The L-1, L-2 and L-3 electronic filing process provides an easy way for lobbyists and lobbyist employers to comply with state reporting requirements.

Minimum system requirements to use PDC on-line filing application

	Adobe Acrobat	Internet Explorer	Netscape
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher

How to File Electronically

To electronically file, go to the PDC web page at www.pdc.wa.gov and select the following:

- Click – Electronic Filing
- Account Signup for **New Filers** or Account Logon for **Returning E-Filers**
- **New Filers** Click – Lobbyist or Lobbyist Employer
- Select Account Status (Previously filed with PDC/Never filed with PDC)
- Complete the personal information template (starred items are mandatory) and create a password. Print, sign and mail the signature authorization and password identification form to the PDC at PO Box 40908, Olympia, WA 98504-0908.

At this point a temporary identification number has been assigned and filers can continue to fill out the L-1, L-2 or L-3 template for electronic filing*. The PDC will hold the filer's electronically submitted report until the completed signature authorization and password identification form is received by the agency.

Once the template is completed, filers can print a copy of the report for their records using the adobe acrobat print button. For initial registration (PDC L-1 form) send a copy of the report to your employer for signature and return the signed document to PDC.

If you have filed previously, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting the current month's report.

Contact Information

For answers to questions about the **law or reporting requirements** contact a Political Finance Specialist at:

Phone: (360) 753-1111
FAX: (360) 753-1112
Toll free: 1-877-601-2828
E-mail: pdcc@pdc.wa.gov

For assistance with **electronic filing**, contact:

Kyle Gubbe at:

Phone: (360) 664-8855
Toll free: 1-877-601-2828
FAX: (360) 753-1112
E-Mail: kgubbe@pdc.wa.gov

Sally Parker at:

Phone: (360) 586-2869
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*Click "save" to preserve the information entered. Updates may be entered as frequently as necessary –only the most recent version will be saved. Click "submit" to file the report.

